**Using Wikispaces to Promote Your Library Program**

**Library Harvest: September 27, 2012**

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**What is a wiki?**

A **wiki** is a space on the Web where you can share work and ideas, pictures and links, videos and media — and anything else you can think of. Wikispaces is special because we give you a visual editor and a bunch of other tools to make sharing all kinds of content as easy for students as it is for their teachers.

**Why use a wiki?**

* Promote collaboration with teachers and students
* Promote Web 2.0 technology
* Students like using Wikis

**Things to put on a wiki:**

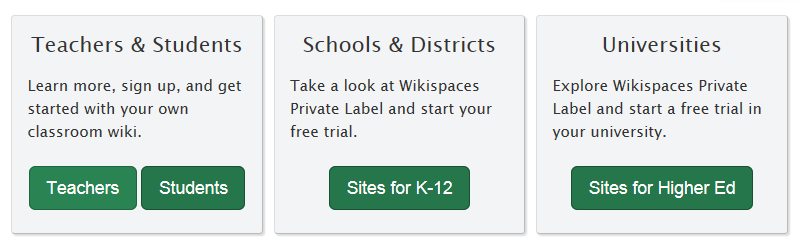
* Student Web 2.0 work – Animoto, Photo Peach, Glogster, Voki, Shelfari, etc.
* Library or Class Policies
* Announcements or reminders
* Book Club information
* Group project information
* Pictures
* Link to a Twitter account

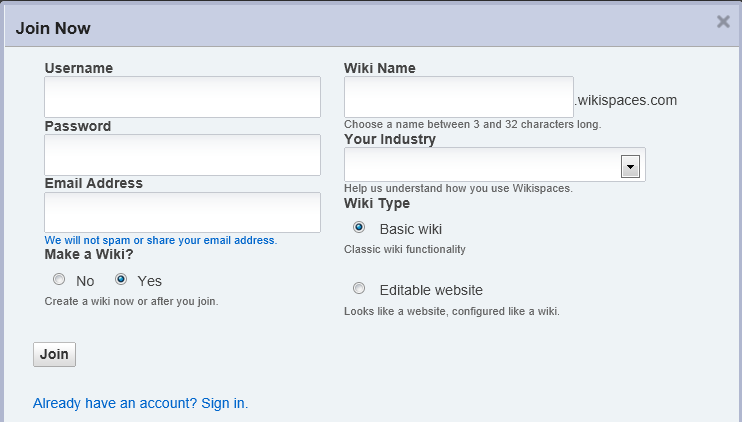
⋆Make sure to consider student confidentiality and follow district guidelines on displaying student names and work.

**Setting up an account:**

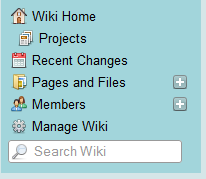
Go to wikisapces.com

Click on Teacher in the green box.

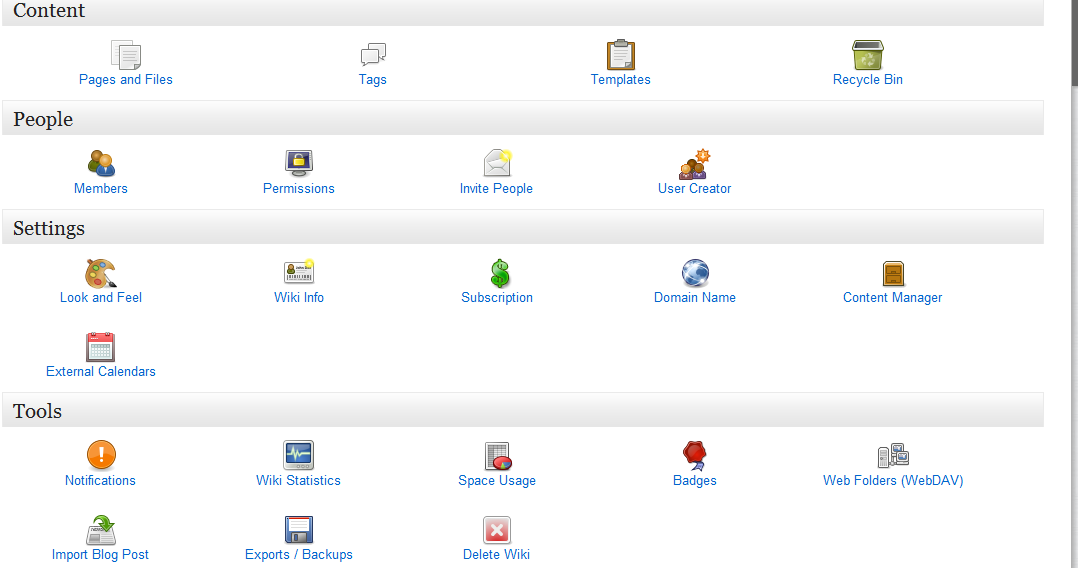




On the right hand side of the page click Manage Wiki.



**Tools for setting up Wiki - set up specific to your needs**



Pages and Files – Lock, unlock and delete pages

Members – Allows you to invite and approve members

Permissions – Allows members or nonmembers view and or edit wiki

Subscription – View different plans available for purchase

External Calendars – Add external Google calendar

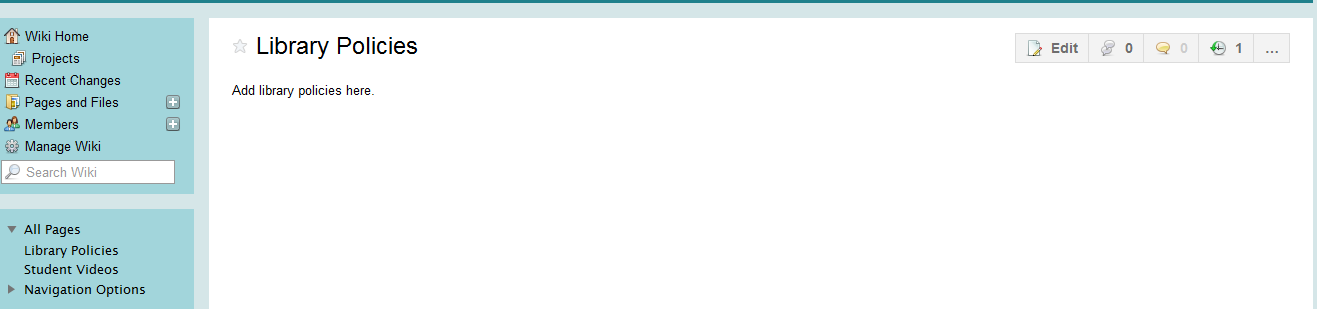
Wiki Statistics – View usage statistics by month. Charts number of views, visitors, messages, editors, edits

Space Usage – View amount of space used

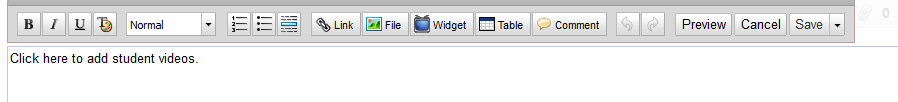
Badges – HTML codes to embed in websites or other places

**Editing Pages and Adding Content**

Click on a page you want to edit or edit the wiki home page.



Select Edit



Add link, widget, book trailer, table, picture or text as needed.   
Click on save.

**Adding a link, file or widget:**

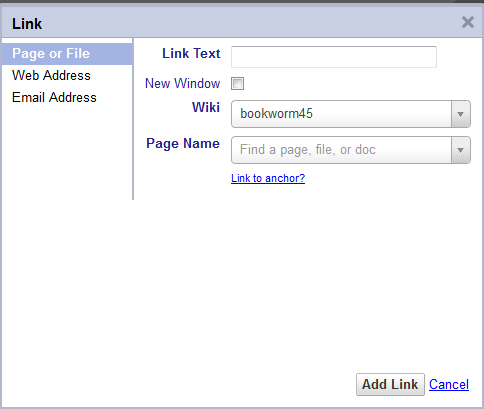
Select on the page you want edit.

Select Edit.

To add a link:

Select the button. In the Link Text box type the link you want to add. Choose the

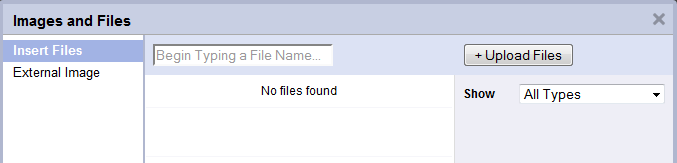
Page Name where you want the link added. At the bottom of the box click



To Add Images and Files:



Select



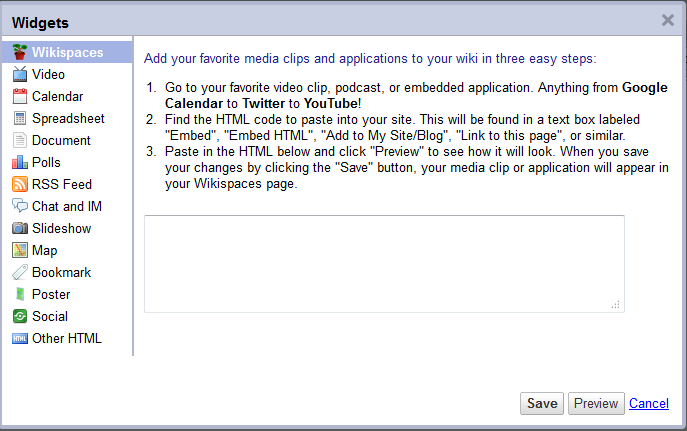
Click upload file. Find file you want to add. It will show up In the box. Double click the file or image.

To add a Widget:



Select

At the bottom of the list select Other.



Embed your code in the box and select save.

Resources

Ablett, Eric, Dominick Bellizzi, Ryan Bowse, James Byers, Sarah Cove, Max Dobrusin, Adam Frey, Jeff

Hanke, Ryan Koopmans, Julie Newcomb, and Carole Snitzer. "Collaboration without the Learning

Curve." *Wikis for Everyone*. Tangient LLC, 1 Jan. 2005. Web. 20 Sept. 2012.

<http://www.wikispaces.com/>.

Severns, Suzanne. "Using Wikis to Promote Your Library Resources and Programs." Professional

Development. Library Services, Arlington. 9 Sept. 2012. Lecture.

Vandenbroek, Alicia. "Library Wikis." SALSA DAY. Arlington Independent School District Professional

Development Center, Arlington. 18 June 2009. Lecture.